

**Procedures for Minors (High School Student Interns)
Assisting with Research Activities**

Below are items needed to start the process for having high school students assist you with research at New York Institute of Technology. Please contact our office at grants@nyit.edu to obtain permission forms for parents and minors and to submit the required information.

1) Information for OSPAR and General Counsel

- a. Name and purpose of the research
- b. Date and time of the research
- c. The number and ages of expected program participants
- d. Names of research staff
- e. Location of research
- f. Any additional relevant information

2) Permission Forms for Parents and Minors

- a. Intern Research Agreement
- b. Permission for Online Learning and Electronic Communication
- c. Media Consent Form
- d. Behavioral Conduct Form

3) CITI Training

- a. It can be completed with a nyit.edu, institutional or personal email address.
- c. Use faculty member's department name for department.
- d. Select "Research Assistant" instead of "Student Researcher" (there is no high school option only undergrad/graduate).

4) Title IX Training- (Research Intern)

- a. To be assigned via email once forms and information from Section #1 are received.

5) Minors on Campus Training (Principal Investigator)

- a. To be assigned via email once forms and information from Section #1 are received.

6) Background Check-within the last 3 years.

- a. Contact HR@nyit.edu.

7) Check this website: <https://www.nsopw.gov/>

- a. Check each person who will be with a minor to ensure their name does not appear and save a screenshot or similar of the check for auditing. (Note: if there is only one employee collaborating with the minor, then someone else should do the check and sign off.)

For additional information, see the Minors on Campus web page ([nyit.edu/policies/minors on campus](http://nyit.edu/policies/minors_on_campus)).

Minors_program form (posted at the above link) to be completed and emailed to compliance@nyit.edu